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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Analysis Staff

DATE: 28 June 1954

FROM : Chief, Processing and Records Division

SUBJECT: Comments on Proposed OPM 20-860.

1. GENERAL:

Paragraph c.

In accordance with instructions from the Executive Officer, Office of Personnel, Part time and Summer Employees are not to be slotted against T. O. positions and are not subject to ceiling limitations. Therefore, the first and second sentences of this paragraph should remain and the balance of this paragraph deleted with the exception of the hourly rates.

2. PROCEDURES:

Paragraph a.

Personal History Statement (Form # 38-1).

Paragraph b.

Delete "To encumber the appropriate position" based upon the above.

Paragraph c.

Substitute word "perforating" in place of stamping the name of the Deputy Assistant Director for Personnel.

Suggest that the attached procedures include the following additional information in completing the SF-52:

Item 8.

Indicate Title of position only, do not show a position number.

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Item 9.

Indicate class series, grade and per hour rate. Do not show per annum rate.

Item 17.

Indicate appropriation to be charged.

Item 18.

Indicate "NO" as summer-only and Part time employees will not be subject to the Civil Service Commission Retirement Act.

Item 21.

If employee is to be employed on a Part time basis, indicate days of week and hours of duty each work day.

3. OTHER COMMENTS:

A. Paragraph 2c (c) refers to terminology to be used in connection with Accession actions as either Temporary Appointment (Contract No.) or Part-Time Appointment (Contract No.)

1. In this connection, it is suggested that all appointments of this type be reflected as Temporary Appointments.

2. Under "Remarks", Item 21 of the SF-52 the following should appear:

a. On all accession actions - the statement "To terminate not later than (Date)." (Date employment is to terminate, if known, or any date within one year from EOD date.)

b. For part time employees only - a statement of the prearranged days and hours of duty.

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3. If an employee is to be employed on an intermittent basis, the nature of action "Temporary Appointment" should be followed by "WAE". ex: "Temporary Appointment - WAE."

4. If the employee is to work a full administrative work week, the terminology "Temporary Appointment" is all that is necessary in the Nature of Action and the terminating date shown under Item 21 of the SF-52.

B. It is suggested that a SF-50 be prepared from the approved SF-52 rather than retyping additional copies of the SF-52 required to complete the distribution of the Personal Service Contract. The distribution of the SF-50 should be as follows:

- Copy No. 1.- Employee Copy - to contractor
- 2.- Payroll Copy - Comptroller
- 3.- Civil Service Copy - Line drawn through words and marked "Machine Records Division".
- 4.- Personnel Folder Copy - Contractor's Folder.
- 5.- Chronological Journal File Copy - Office of Personnel Chrono.
- 6.- Blank Copy - Budget Division
- 7.- Blank Copy - Destroy
- 8.- Blank Copy - Destroy



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